



CITY OF HOUSTON

Job Posting

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Applications accepted from:

Job Classification

Posting Number

Department

Division

Section

Reporting Location

Workdays & Hours

All PERSONS INTERESTED

DEPUTY ASSISTANT DIRECTOR (EXE LEV)

PN# 112499

HOUSING and COMMUNITY DEVELOPMENT

PLANNING & COMPLIANCE

INTERNAL AUDITS AND COMPLIANCE

601 SAWYER, 4TH FLOOR

MONDAY-FRIDAY, 8:00 am-5:00 pm*

*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

- Manage and direct the operations and personnel of the Internal Audits and Compliance Section.
- Oversee monitoring and compliance of projects funded through the Housing and Community Development Department (HCDD), to ensure all funds are utilized and expended in accordance with federal regulations.
- Manage the development of audit methods, level and aspects of analysis and investigative procedures.
- Responsible for developing and maintaining policies and procedures for external and internal auditing and monitoring.
- Oversee the distribution of assignments to staff and provide routine auditing and monitoring reports to the Director.
- Ensure that concerns and findings are resolved and document HCDD provision of technical assistance, if necessary.
- Act as a liaison to other department; handle all issues related to auditing and monitoring compliance.
- Perform other duties as requested.

10 **WORKING CONDITIONS**

There are no major sources of discomfort, i.e., essentially normal office environment with acceptable lighting, temperature and air conditions.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor’s degree in Business Administration, Public Administration or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Seven (7) years of administrative experience are required, with at least three (3) of those years in a managerial capacity. A Master’s degree may be substituted for two (2) years of experience.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver’s License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

At least four (4) years of experience in contract compliance and monitoring. Knowledge of federal regulations for Community Development Block Grant, HOME Partnership and Housing Opportunity for People with AIDS (HOPWA) grants. Ability to present conclusions in a clear and concise manner orally and in writing is critical. Excellent communication skills and ability to use Microsoft Office software.

15 **SELECTION/SKILLS TESTS REQUIRED**

None
However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☒ Yes ☐ No
If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate’s qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 30
\$1,999 - \$2,933 Biweekly \$ 51,974 – \$76,258 Annually

18 **OPENING DATE**

August 9, 2006

19 **CLOSING DATE**

Open Until Filled

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 868-8373. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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